

# IDEA Entitlement Claim Submission

The web-based claim process is accessed through the IDEA budget software contained within the Special Education Application Web Portal. The Special Education Application Web Portal's online address is: <https://apps4.dpi.wi.gov/seportal/Pages/SignIn.aspx>

Individuals who wish to access the Special Education Application Web Portal must have a user name and password assigned by the district's Director of Special Education. For instructions on adding a district user, see <http://sped.dpi.wi.gov/files/sped/pdf/creating-district-users.pdf>

1. Log in with your assigned user name and password at <https://www2.dpi.state.wi.us/seportal/>.
2. After logging in, you will be sent to the Special Education Web Portal Main Menu. The IDEA entitlement budgets are hyperlinked in the "Application" table.

Help	Application
	<a href="#">IDEA Flow-through and Preschool Entitlement Budgets</a>

3. Click on the "IDEA Flow-through and Preschool Entitlement Budgets" link to access the claim submission system. Clicking on the budget hyperlink will direct you to the budget's main menu page.
4. The menu at the top of the budget main menu page contains links to entering the budget information into the system. The claims submission system is listed under the heading "Request IDEA Funds":

Preschool Options: [Enter Budget](#) (Approved 5/17/2013) | [View Budget Detail Report](#)

Flow-through Options: [Enter Budget](#) (Approved 7/10/2013) | [View Budget Detail Report](#)

Coordinated Early Intervening Services (CEIS) Options: [Enter Budget](#) (Approved 7/10/2013) | [Enter Narrative](#) | [View Budget Detail Report](#)

[Budget Being Entered By: Cooperative Ed Serv Agcy 11](#)

[Maintain Budget Funding Amounts](#)

[District Contacts](#)

[Report Menu](#)

**Request IDEA Funds** 

Preschool Budget Items: [Enter Claims](#) (Approved 10/26/2012) | [View Claims Detail Report](#)

Flow-through Budget Items: [Enter Claims](#) (Approved 10/26/2012)

Coordinated Early Intervening Services (CEIS) Budget Items: [Enter Claims](#) (No Claims)

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5. To submit a claim, click on the "Enter Claims" hyperlink. This will direct you to the claim for that specific IDEA budget. Claims are based on the last approved budget.
6. If there is an approved budget for the LEA, the following table will appear:

**IDEA Budget Claims History**


Budget Type: Flow-Through Approved Budget Amount: \$310,153

In the claim system, the user can move between the three budgets types by using the 'Budget Type' drop down menu.

Current Status	Report Type	Submittal Date	Approval Date	Report Period End Date	Funds Claimed To Date	Claim Total	Action
Approved	Partial Claim	10/26/2012	10/26/2012	9/30/2012	\$0.00	\$0.00	<a href="#">View</a>
New	Partial Claim				\$0.00	\$0.00	<a href="#">Edit</a>

 **Budget Menu**

"New" status means that a new claim can be created.

 To create the claim, click on the "Edit" hyperlink.

7. The following page will appear for whichever budget type was selected to edit:

**Type of Report:** ☒ Partial Claim ☐ Final Claim ☒ Revised Final Claim

**Report Period Ending Date:**

**Total Funds Claimed to Date:** \$0.00

**Total Funds Received to Date:**

**Back to Claim List**
**Save**
**Next Step**

- The “Type of Report” defaults to a partial claim.
- Enter the “Report Period Ending Date” (XX/XX/XXXX). This is a required field and you will not be able to continue to the next step unless a date is entered.
- The “Total Funds Claimed to Date” is pre-populated with the last amount claimed through the web-based system. This may not be the amount of cash the LEA has received to date.
- Enter the “Total Funds Received to Date.” This is the amount the LEA has received in cash from DPI. The purpose of this field is to cross-reference between DPI and the LEA regarding the amount of funds paid to date. If there is a discrepancy in the software generated “Total Funds Claimed to Date” and the amount entered by the LEA, steps may be taken to resolve the issue (initiated by LEA or DPI staff).

When the required fields are entered, click on “Save” to save your data. Or, alternately, you can just click on “Next Step” to save your data and move on to the next step in the claim submission process.

8. When “Next Step” is selected from the previous screen, the “expenditure report” information is displayed:

**Please Note: The budget items displayed are from the last **approved** budget. Any modifications made since then will not be displayed.**

Sort By: ☒ Object ☐ Function **Approved Budget Amount:** \$6,274

**Back** **Save Changes**

Account Code	Account Name	Approved Budget	Unliquidated Encumbrances (Payables)	Previously Disbursed	This Claim	Total Disbursements	Unencumbered Balance
27-100-152000-347	Early Childhood	\$3,500.00	\$200.00	\$0.00	\$2,856.00	\$2,856.00	\$444.00
27-200-152000-347	Early Childhood	\$300.00	\$0.00	\$0.00	\$290.00	\$290.00	\$10.00
27-300-152000-347	Early Childhood	\$250.00	\$0.00	\$0.00	\$225.00	\$225.00	\$25.00
27-300-223300-347	Special Ed Supervision & Coordination	\$10.00	\$0.00	\$0.00	\$5.00	\$5.00	\$5.00
27-400-152000-347	Early Childhood	\$2,091.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$91.00
<b>Total</b>		<b>\$6,151.00</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$5,376.00</b>	<b>\$5,376.00</b>	<b>\$575.00</b>

*Indirect will be added when you save the claim. Rate applied will be 2.00 % (adjusted for prior claims).*

**Prior Step** **Save Changes** **Next Step**

- The “**Approved Budget**” column pulls the amounts from the last approved IDEA budget. If the amounts are not what you expected to see, a budget amendment will need to be submitted and approved before the amounts will change.
  - The budget line items may be sorted either by “Object” or “Function” by selecting the radio button in the upper left-hand corner.
- The “**Unliquidated Encumbrances**” column is available for LEA use. DPI does not use any of the information entered into these fields, and they are not required.
- The “**Previously Disbursed**” column displays the amount that was entered in the last submitted claim. This is only for reference and does not appear on the printed PI-1086 claim form.
- The “**This Claim**” column displays the amount that is being requested in this claim submission. It will remain “\$0” until amounts are added to the “Total Disbursement” field. The amount displayed will be

the difference between the “Total Disbursement” and “Previously Disbursed” fields when the claim has been saved. This is only for reference and does not appear on the printed PI-1086 claim form.

- The “**Total Disbursements**” column is pre-populated with the amounts that were in the last submitted claim. Total disbursements are **cumulative**. The amount that should be entered is the amount you wish to claim this time added to the amount that was previously claimed.
- The “**Unencumbered Balance**” column is pre-populated with the amount of unclaimed funds. If the budget line item has an approved amount of \$100, and the user enters \$20 as an ‘Unliquidated Encumbrance’ and \$50 as a ‘Total Disbursement,’ the unencumbered balance will be \$30 (\$100-\$20-\$50 = \$30).
- If the district has budgeted for indirect cost recovery, the amount of indirect generated by this claim will be added by the system during the next step.

9. Click on “Next Step” to complete the claim submission process.

10. The final screen includes the amounts entered from the previous screen. Select “Submit Claim” if you are satisfied with the information displayed. If an indirect amount was requested in the last approved budget, the amount generated for this claim will appear during this step. There is a button to view the PI-1086. This will pull up a printable version of the form with your data entered. You do not need to e-mail or fax this form; it is for your use only.

Prior Step

View PI-1086

Submit Claim

Account Code	Account Name	Approved Budget	Unliquidated Encumbrances (Payables)	Previously Disbursed	This Claim	Total Disbursements	Unencumbered Balance
27-100-152000-347	Early Childhood	\$3,500.00	\$200.00	\$0.00	\$1,500.00	\$1,500.00	\$1,800.00
27-200-152000-347	Early Childhood	\$300.00	\$0.00	\$0.00	\$375.00	\$375.00	(\$75.00)
27-300-152000-347	Early Childhood	\$250.00	\$0.00	\$0.00	\$225.00	\$225.00	\$25.00
27-300-223300-347	Special Ed Supervision & Coordination	\$10.00	\$0.00	\$0.00	\$40.00	\$40.00	(\$30.00)
27-400-152000-347	Early Childhood	\$2,091.00	\$0.00	\$0.00	\$2,400.00	\$2,400.00	(\$309.00)
	Indirect Costs	\$123.00	\$0.00	\$0.00	\$90.79	\$90.79	\$32.21
	Total	\$6,274.00	\$200.00	\$0.00	\$4,630.79	\$4,630.79	\$1,443.21

Indirect was added. Rate applied was 2.00 % (adjusted for prior claims).

**This is the amount the LEA will receive from DPI**



Note: At any point during the preceding process you wish to go back and make changes to the figures that were entered into the claim form, simply click on the ‘Prior Step’ button and make the necessary changes.

11. Once the claim has been started, the status changes from “New” to “In Progress.” When the claim is submitted, the status changes to “Submitted.” No additional claims for this funding source can be submitted until this claim has been processed and approved by DPI. As long as the status says “Submitted,” the district user has the ability to go in and make changes to this claim (by clicking the “Edit” button) and re-submitting the claim by clicking on the “Re-Submit Claim” budget.



Note: If the current status has not changed from “In Progress” to “Submitted,” then your claim has not been submitted to DPI.

12. The claim is processed and approved or denied at DPI. When the claim has gone through this process, the status will change to “Approved” or “Returned.” If the claim has been approved, an additional row will appear with the status of “New.” This means that a new claim may now be submitted for this funding source. If the status is “Returned,” DPI has requested that changes be made to the submitted claim.

Current Status	Report Type	Submittal Date	Approval Date	Report Period End Date	Funds Claimed To Date	Claim Total	Action
Approved	Partial Claim	10/26/2012	10/26/2012	9/30/2012	\$0.00	\$0.00	View
New	Partial Claim			6/30/2013	\$0.00	\$0.00	Edit

## Claiming Flexibility – 10% Rule (34 CFR § 80.30)

Under rules set forth by the Education Department's General Administrative Regulations, sub-recipients are allowed to claim an overage of line items as long as the accumulated line item overage does not exceed 10% of the approved budget (and is within the approved total budget amount). The 10% rule is *not* applied per line item. The software is designed to allow this flexibility and to stop the user from submitting a claim when the total overage exceeds the allowed 10%. Below are two examples of claims, one that is permissible and one that generates an error message:

Account Code	Account Name	Approved Budget	Unliquidated Encumbrances (Payables)	Previously Disbursed	This Claim	Total Disbursements	Unencumbered Balance
27-100-152000-347	Early Childhood	\$3,500.00	\$200.00	\$0.00	\$1,500.00	\$1,500.00	\$1,800.00
27-200-152000-347	Early Childhood	\$300.00	\$0.00	\$0.00	\$375.00	\$375.00	(\$75.00)
27-300-152000-347	Early Childhood	\$250.00	\$0.00	\$0.00	\$225.00	\$225.00	\$25.00
27-300-223300-347	Special Ed Supervision & Coordination	\$10.00	\$0.00	\$0.00	\$40.00	\$40.00	(\$30.00)
27-400-152000-347	Early Childhood	\$2,091.00	\$0.00	\$0.00	\$2,400.00	\$2,400.00	(\$309.00)
	<b>Total</b>	<b>\$6,151.00</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$4,540.00</b>	<b>\$4,540.00</b>	<b>\$1,411.00</b>

In the above example, the LEA has an approved budget of \$6,151. According to the 10% rule, the LEA can claim in excess of the approved line items by \$615 (10%). The LEA is claiming more than the last approved budget for fringe (\$75), purchased services (\$30), and non-capital (\$309). The aggregate overage is \$414, which is less than \$615. The LEA will be able to submit the claim.

In the next example, the LEA has an approved budget of \$6,151 but enters an aggregate overage of \$1,014. When the LEA attempts to submit the claim, the following error message appears:

**Line item overages (\$1,014.00) exceed 10% of approved budget amount (\$615.10). Claim cannot be submitted.**

Account Code	Account Name	Approved Budget	Unliquidated Encumbrances (Payables)	Previously Disbursed	This Claim	Total Disbursements	Unencumbered Balance
27-100-152000-347	Early Childhood	\$3,500.00	\$200.00	\$0.00	\$1,500.00	\$1,500.00	\$1,800.00
27-200-152000-347	Early Childhood	\$300.00	\$0.00	\$0.00	\$375.00	\$375.00	(\$75.00)
27-300-152000-347	Early Childhood	\$250.00	\$0.00	\$0.00	\$225.00	\$225.00	\$25.00
27-300-223300-347	Special Ed Supervision & Coordination	\$10.00	\$0.00	\$0.00	\$40.00	\$40.00	(\$30.00)
27-400-152000-347	Early Childhood	\$2,091.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	(\$909.00)
	<b>Total</b>	<b>\$6,151.00</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$5,140.00</b>	<b>\$5,140.00</b>	<b>\$811.00</b>

This claiming flexibility exists so sub-recipients can access grant funds in an expedited fashion without having to go through a budget amendment process prior to claiming (especially if the difference is a small amount). However, it is important that LEAs are aligning their approved IDEA budget, IDEA claim and general ledger accounts on a regular basis. With that best practice in mind, the budget software requires the LEA to update the budget during the amendment process to reflect the last approved claim (if an overage has been requested).

In the scenario that the LEA submits a claim with over claimed line items, when the budget is opened for an amendment, the user will see the following message:

**The following issues must be resolved before the budget can be submitted:**

- The FlowThrough budget contains items that are now below claimed amounts. You will need to increase the budget for these items or adjust the claim. See list below.

Section	WUFAR Code	Budgeted	Claimed	Over By
ClaimSalary	159200 - Special Ed Short-Term Substitute Teachers	\$15,000	\$16,672	\$1,672
ClaimSalary	223300 - Special Ed Supervision & Coordination	\$22,816	\$23,433	\$617
Personnel	223300 - Special Ed Supervision & Coordination	\$5,666	\$5,807	\$141
PurchasedServices	436000 - Special Ed Payment	\$18,631	\$18,787	\$156
Capital	158000 - Combined Cost Reporting - Special Ed	\$2,000	\$2,025	\$25

The message directs the user to exactly which functions in each object are over claimed and by how much. The user needs to edit those budget line items to bring them to or above the claimed amount.

### Claim **ERROR** Messages and What They Mean

*A new claim cannot be created because the LEA's last approved budget amount (\$15,633) is greater than the current amount of funds available (\$14,633). A budget amendment is required.*

- There are different times during the year when an LEA may have an approved budget greater than the amount available. This may occur when final indirect rates and carry over amounts are added into the software. A budget amendment must be submitted and approved before the LEA may submit a claim.

*Unable to create claims for this budget type/year until the amendment submitted on x/xx/xxxx has been reviewed by DPI.*

- This message appears when the LEA has a budget amendment submitted to DPI for review. Because the claim is based on the last approved amount, a submitted budget amendment may be vastly different than the claim amounts the LEA is viewing. As soon as the budget amendment is reviewed and approved, the claim will be updated with the approved budget amounts.

*Unable to create claim. No approved budget for Preschool budget and year 2014*

- This message appears when the LEA has not submitted a budget type for the claim being chosen. This may be because a budget was created by the LEA but the submission button never selected.

### Claim Due Dates

It is considered best practice to submit claims at least quarterly. LEAs *always* have the option of submitting claims more frequently than quarterly. The recommended timeline for claim submission for fiscal year 2015-16 is:

Claim Due Date	Expenditures Made From July 1, 2015 Through
October 15, 2015	September 30, 2015
January 14, 2016	December 31, 2015
April 15, 2016	March 31, 2016
September 30, 2016	June 30, 2016

Final claims for a fiscal year are always due by September 30 after the close of the year. When claiming funds, the “oldest” money is accessed first – so any carry over from the prior year is spent down before the new allocation is touched

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Document Location: <http://sped.dpi.wi.gov/files/sped/pdf/idea-claim-process.pdf>